

PLS Coordinator Manual

apls

Advanced Paediatric
Life Support

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PLS Course Registration Form


Please use the below link to submit a request to run a PLS course.

<https://fs19.formsite.com/apls/ezlpfft5jq/index.html>

PLS Initiate Course Registration Form



Advanced Paediatric
Life Support

PLS Course date: *  Course Start Time: * Course Finish Time: *

Course Location/Venue: *

Course Venue Address (Including Building, Level, Room): *

Anticipated Number of Candidates - Cost \$210 per candidate *

Course Director: *

Course Coordinators: *

Coordinator Pre-Course Checklist

Task	Date	Comments
Book course venue & confirm room set-up requirements		
Confirm faculty		
Send program to director		
Send Notification of Intention to APLS through link https://fs19.formsite.com/apls/e2lpfft5jq/index.html		
Send Registration Link to Candidates once received from APLS		
Organise catering		
Organise equipment (or delivery of equipment with APLS)		
Send Program to faculty		
Prepare course group lists and paperwork		
Organise and print paperwork & name tags		

Coordinator Post-Course Checklist

Task	Date	Comments
Send Attendance list to APLS		
Send Testing Sheets, & Course Summary/Report to APLS		
Email catering invoice to APLS (invoice must be made out to APLS by catering company OR can be invoiced for reimbursement from the hospital/organization)		
Email APLS the hospital invoice with coordinators wages for reimbursement (maximum reimbursement amount of \$770 being 20 hours at \$35 per hour plus GST)		
Chase up any candidates that have not completed online modules (APLS can assist with this if you wish)		
Clean & reorganize equipment		
Arrange return of equipment to APLS (if required)		

Please Note: APLS can no longer pay a coordinator directly for the hours worked on a PLS course under APLS payroll. An invoice must be provided by the hospital/organisation for reimbursement of the coordinator's costs.

GENERAL INFORMATION

Requirements	PLS 12 Candidates	PLS 18 Candidates	PLS 24 Candidates
<u>Faculty</u>	5 faculty including course coordinator (2 x APLS Instructor, 2x APLS Providers)	7 faculty including course coordinator (3 x APLS Instructor, 3 x APLS Providers)	9 faculty including course coordinator (4 x APLS Instructor, 4x APLS Providers)
<u>Catering</u>	<p>Can be reimbursed up to \$30 per person including faculty.</p> <p>Send program to caterers for break times as food needs to be promptly served for breaks - May require crockery/cups/napkins (can be disposable)</p>		
<u>Venue</u>	<p>Lecture Room: (seating 16 people), 1x long table, 4x short tables, 4x large clipboards</p> <p>3x Skill Station Rooms: (seating 8 people each), 1x long table, 1x short table, white board/flipchart, OHP & Screen</p> <p>Faculty Room: Table & chairs for 5 people</p> <p>Break-out area for catering/breaks: kitchen (sink, fridge, hot water etc)</p>	<p>Lecture Room: (seating 24 people), 1x long table, 4x short tables, 4x large clipboards</p> <p>3x Skill Station Rooms: (seating 8 people each), 1x long table, 1x short table, white board/flipchart, OHP & Screen</p> <p>Faculty Room: Table & chairs for 7 people</p> <p>Break-out area for catering/breaks: kitchen (sink, fridge, hot water etc)</p>	<p>Lecture Room: (seating 32 people), 1x long table, 4x short tables, 4x large clipboards</p> <p>3x Skill Station Rooms: (seating 8 people each), 1x long table, 1x short table, white board/flipchart, OHP & Screen</p> <p>Faculty Room: Table & chairs for 9 people</p> <p>Break-out area for catering/breaks: kitchen (sink, fridge, hot water etc)</p>
<u>General Equipment Required</u>	<p>Click here for general equipment information and set up examples</p>		

<p><u>Room Set-Up</u></p>	<p>Area 1/Auditorium:</p> <ul style="list-style-type: none"> • Plenaries • BLS & IO Access • Rhythm/Defib Skill Station • Scenario Demonstration • Scenario 1 • BLS Assessment <p>Area 2:</p> <ul style="list-style-type: none"> • Airway Skill Station • Recognition of Serious Illness • Scenario 2 • Defib Assessment 	<p>Area 1/Auditorium:</p> <ul style="list-style-type: none"> • Plenaries • BLS & IO Access • Rhythm/Defib Skill Station • Scenario Demonstration • Scenario 1 • BLS Assessment <p>Room 1:</p> <ul style="list-style-type: none"> • Airway Skill Station • Recognition of Serious Illness 2A • Scenario 2 • Defib Assessment <p>Room 2:</p> <ul style="list-style-type: none"> • Airway 2 Skill Station • Rhythm/Defib 1B • Scenario 3 • Defib Assessment <p>Room 3:</p> <ul style="list-style-type: none"> • I/O Skill Station • Recognition of Serious Illness 2B • Scenario 4 • Defib Assessment
<p><u>Equipment Required By Area</u></p>	<p>Area 1:</p> <ul style="list-style-type: none"> • Laptop/Data Projector/screen/whiteboard or flipchart/large clipboards and plenary packs (1 pack per 6 participants) • BLS Manikins (infant & junior), face shields • IO Access Box – ALS infant with leg inserts 	<p>Area 1:</p> <ul style="list-style-type: none"> • Laptop/Data Projector/Screen/Whiteboard or flipchart? Large clipboards and plenary packs • BLS Manikins (infant & junior), face shields • Defibrillator, pads or ALSi • Scenario Box 1 (child, defib & scenarios) • Long table & small table

	<ul style="list-style-type: none"> • Defibrillator, pads, Heartsim or ALSi • Scenario Box 1 (child, infant defib & scenarios) <p>Area 2:</p> <ul style="list-style-type: none"> • Airway Box – ALS Infant/Junior Manikin • OHP & Serious Illness acetates • Scenario Box 2 (child, infant, defib & scenarios) • Whiteboard or flipchart 	<p>Room 1:</p> <ul style="list-style-type: none"> • Airway Box – ALS Infant /junior • OHP – Recognition of serious illness acetates • Scenario Box 2 (Infant/junior, defib & Scenarios) • White board/ Long table & small tables <p>Room 2:</p> <ul style="list-style-type: none"> • Airway Box – ALS Infant/junior • Defibrillator/ALSi & child • Scenario Box 3 (Infant/junior, defib & Scenarios) • White board/ Long table & small tables <p>Room 3:</p> <ul style="list-style-type: none"> • I/O Box – ALS Infant with leg inserts • OHP – Recognition of serious illness acetates • Scenario Box 4 (Infant & Scenarios) • White board/ Long table & small tables 		
<p><u>Candidate Welcome Information</u></p>	<p>Click here for Candidate Welcome Information</p> <p>Click here to access a copy of the Helpful Formulae (candidates will receive a copy with their registration confirmation)</p>			
<p><u>During Course Forms</u></p>	<p>Click here for PLS12 During Course Forms</p>	<p>Click here for PLS18 During Course Forms</p>	<p>Click here for PLS24 During Course Forms</p>	
<p><u>Testing Sheets</u></p>	<p>Click here for the course testing sheets</p>			

<p><u>Testing Conditions</u></p>	<p>BLS - Instructor or Provider can test BLS (providing instructor available to support Provider), Tested on infant</p> <p>Rhythm & Defibrillation - Tested on child only, Airway Management (tested on ALS infant only)</p> <p>Retest: By another Instructor after feedback about weaknesses</p>
<p><u>Post Course Documents</u></p>	<p>Please ensure the completed documents are submitted to APLS within 1 week of course completion</p> <p>Click here for Post Course Forms</p> <p>Click here for Provider Candidate Assessment Sheets</p>
<p><u>PLS Workshop Lectures</u></p>	<p>All workshop lectures are available at www.apls.org.au. Please check website for regular updates.</p> <ul style="list-style-type: none"> • PLS Serious Illness • PLS Scenarios
<p><u>Room Labels & Signs</u></p>	<p>Click here for Room Labels & Signs</p>
<p><u>Certificates</u></p>	<p>PLS Certificates are valid for 5 years:</p> <p>The certificate of successful completion is given to Candidates who have successfully completed the PLS course face to face learning and online learning modules.</p> <p>The certificate of attendance can be given to Candidates who have attended the PLS course but <u>who have not passed</u> the course.</p>
<p><u>Feedback Surveys</u></p>	<p>A QR code will be provided by APLS prior to the course date so that this may be added to your powerpoint presentation or posted in the venue.</p> <p>A detailed report from the survey responses will be sent to the coordinator after the course completion.</p>

<p><u>Instructor Online Training Modules</u></p>	<p>Instructors will receive an email upon being listed as a Presenter on a PLS course. The email will direct them to login to their My APLS for online learning materials.</p> <p>E-Learning for PLS Providers will be available through their MY APLS login once listed as a Presenter on a course.</p> <p>Instructors/Providers are not automatically enrolled into the candidate PLS learning modules, however we are able to enroll an Instructor/Provider by request.</p>
<p><u>PLS \$250 Offer to Candidates</u></p>	<p>APLS can provide a \$250 voucher to candidates to be redeemed when they book an APLS course within 6 months of completion of the PLS course. Please click here for full terms and conditions.</p>